Box User Guide for new participants

You will receive a Box Invite similar to the one shown below:

Accept the Box Invite to begin collaborating.

After accepting the invite, you will be taken to a registration page to enter your full name and create your password. Then click Submit
Click on **Notifications** on the left navigation pane to accept the **Terms of Service** for Box.

You will get a Welcome screen to Box, showing some personalization options, click on “Skip this and go straight to Box”.

Click on **All Files** to access the folders you have been invited to collaborate on.
How to Access Box.

After your initial setup, you can log into your Box Account using:

https://box.com

https://missouri.app.box.com, if you are a University of Missouri employee.

Next time you log into Box, you will get the following screen.

Box will ask you if you are part of University of Missouri System.

If so, then click continue, and you will be prompted to sign in using your University paw print login.

Non-University of Missouri Members

If you are not part of the University of Missouri System, click “Not a Part of University of Missouri.”

You will be prompted to enter your email address, enter your email address and click on NEXT, you will then be prompted to enter the password you created during your initial account setup.